

# **W A R N I N G**

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# **MONTHLY TECHNICAL PROGRESS REPORT**

**for the period**

**October 1 – October 18, 2010**

**Submitted  
to**

**U.S. Environmental Protection Agency  
75 Hawthorne Street  
San Francisco, CA 94105  
Attn: Elaine Chan,  
Task Order Assignment Manager**

**Under Contract EP-R9-06-03**

**Submitted  
by**



**GRB Environmental Services, Inc.**  
Consulting Environmental Engineers and Scientists

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**EPA Contract No. EP-R9-06-03**  
**Superfund Records Center Management Services, Region 9**

**Monthly Report**  
**October 1-18, 2010**

**TOAM: Elaine Chan**  
**PM: Anne Bonham**

**I. TASK ACCOMPLISHMENTS**

**Task 1: Project Management**

**1.1 Manage the Contract**

The monthly report was submitted to the TOAM on October 7.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on October 18.

The Records Center Performance Measurements Reports were submitted to the TOAM on October 7.

**Future Activities**

Staff will deliver monthly technical and financial reports to the TOAM by the 10<sup>th</sup> of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

**1.2 Closeout of the Contract**

No activity occurred in this reporting period.

**Future Activities**

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

**Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding**

**2.1 Organizing and Indexing**

Staff indexed 1,407 documents and edited 1,541 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

Circulation Department staff shelf-read approximately 162.8 lft. of site files during this reporting period.

On October 1, staff met with Environmental Engineer Eugene Bromley to review NE Church Rock Quivira Mine site documents. As a result of the meeting indexing and organizing the documents could begin.

On October 4, staff met with RPM Andy Bain and ORC attorney Laurie Williams to discuss the NE Churchrock Quivira Mines site. Indexing requirements and procedural issues were resolved so that work on this project could begin.

On October 7, staff met with RPM Sara Jacobs to discuss the Northeast Churchrock Mine site and general procedures for submitting documents to be indexed so that work on upcoming ARs could move forward.

#### **Future Activities**

Staff will continue to organize and index Superfund files into the SDMS-C database.

### **2.2 Document Pick-up, Processing, File Management, and Storage**

2.5 lft. of documents were picked up from EPA regional offices.

17.2 lft. of documents were retrieved from the FRC.

Staff checked .3 lft. of unindexed Phoenix Goodyear Airport Area documents for possible duplication with documents already in the site file.

The Holdings Database was maintained during the month, and the following holdings reports were updated:

Contracts On-Site Storage Report, October 8, 15.

#### **Future Activities**

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

### **2.3 Scanning**

Scanning Department staff prepared, scanned, and quality assured 1,157 documents (35,380 pages) during this reporting period and forwarded them for retirement to the FRC.

#### **Future Activities**

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

### **2.4 SCAP Support and WasteLAN Data Entry**

Staff received, indexed, and logged 6 SCAP accomplishment documents during this reporting period.

### Future Activities

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

## 2.5 Financial Documentation/Cost Recovery Packaging

Five Financial Cost Documentation Packages were processed through the Accounting, Program, or Enforcement Final copy for the following sites:

OU	SSID	Site Name
01	0934	ATLAS ASBESTOS MINE
01	0936	DEL AMO FACILITY
02	0936	DEL AMO FACILITY
01	09BE	MOTOROLA, INC. (52ND STREET PLANT)
15	09BE	MOTOROLA, INC. (52ND STREET PLANT)

Staff retrieved 6 cost packages/financial documents for EPA staff during this reporting period.

The Cost Package Documentation Index was updated on October 8 and 15.

### Future Activities

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

## 2.6 Recycling and Shredding

At the request of EPA staff, Records Center staff recycled/shredded 4.1 lft. of documents.

### Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

### Sites worked on under Task 2 for the month of this reporting period, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 2 major efforts generally consist of large-volume indexing & scanning efforts. Sometimes these efforts are the necessary preliminary steps to producing Administrative Records. However, major indexing efforts on a single site can also represent an effort to reduce the backlog for that site.

SSID	OU	SITE NAME
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
<b>09FL</b>	<b>00</b>	<b>ALAMEDA NAVAL AIR STATION</b>
094Y	00	ALARK HARD CHROME
09DJ	00	AMCO CHEMICAL
09DJ	01	AMCO CHEMICAL
09GU	00	ANACONDA COPPER CO (YERINGTON)
09GU	01	ANACONDA COPPER CO (YERINGTON)
09C6	01	APACHE POWDER CO
0983	01	APPLIED MATERIALS

SSID	OU	SITE NAME
09JS	01	ASARCO INC HAYDEN PLT
0934	01	ATLAS ASBESTOS MINE
09JW	00	B.F. GOODRICH
09X5	00	BISBEE-DOUGLAS INTL ARPT
09MM	00	BLUE LEDGE MINE
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
09L8	01	BURR BROWN
09R6	01	CARSON RIVER MERCURY SITE
09R6	02	CARSON RIVER MERCURY SITE
<b>093H</b>	<b>01</b>	<b>CASMALIA RESOURCES</b>
091N	00	COOPER DRUM
091N	01	COOPER DRUM
09H5	01	CTS PRINTEX, INC.
09JT	01	CYPRUS TOHONO MINE
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
0936	03	DEL AMO FACILITY
09AG	01	DEL MONTE CORP. (OAHU PLANTATION)
0933	01	DEL NORTE PESTICIDE STORAGE
<b>09HB</b>	<b>00</b>	<b>DENOVA ENVIRONMENTAL INC.</b>
09P8	00	EDWARDS AIR FORCE BASE
<b>09P8</b>	<b>01</b>	<b>EDWARDS AIR FORCE BASE</b>
09H7	00	FRESNO MUNICIPAL SANITARY LANDFILL
09H7	01	FRESNO MUNICIPAL SANITARY LANDFILL
094R	01	FRONTIER FERTILIZER
09B8	01	HASSAYAMPA LANDFILL
09H9	01	HEWLETT PACKARD, 620-640 PAGE MILL ROAD
0920	00	INDIAN BEND WASH NORTH
0920	08	INDIAN BEND WASH NORTH
09G6	00	INDIAN BEND WASH SOUTH
09G6	03	INDIAN BEND WASH SOUTH
09G6	07	INDIAN BEND WASH SOUTH
09J2	01	INTERSIL INC./SIEMENS COMPONENTS
0917	02	IRON MOUNTAIN MINE
0917	03	IRON MOUNTAIN MINE
0917	04	IRON MOUNTAIN MINE
0917	05	IRON MOUNTAIN MINE
0917	06	IRON MOUNTAIN MINE
0974	01	J.H. BAXTER & CO
093B	00	KING NEPTUNE
09FM	01	KLAU/BUENA VISTA MINE
09FM	02	KLAU/BUENA VISTA MINE
091A	00	LEVIATHAN MINE
0947	00	LIQUID GOLD OIL CORP RICHMOND
0947	01	LIQUID GOLD OIL CORP RICHMOND
098P	00	MARE ISLAND NAVAL SHIPYARD
09M6	01	MEW STUDY AREA
<b>09J4</b>	<b>01</b>	<b>MODESTO GROUND WATER CONTAMINATION</b>
09C7	01	MOFFETT NAVAL AIR STATION
0926	00	MONTROSE CHEMICAL CORP
0926	01	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
0926	04	MONTROSE CHEMICAL CORP
0926	06	MONTROSE CHEMICAL CORP
09CA	05	MONTROSE CHEMICAL CORP

SSID	OU	SITE NAME
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)
09BE	05	MOTOROLA, INC. (52ND STREET PLANT)
09BE	06	MOTOROLA, INC. (52ND STREET PLANT)
09BE	07	MOTOROLA, INC. (52ND STREET PLANT)
09BE	08	MOTOROLA, INC. (52ND STREET PLANT)
09BE	09	MOTOROLA, INC. (52ND STREET PLANT)
09BE	10	MOTOROLA, INC. (52ND STREET PLANT)
09BE	11	MOTOROLA, INC. (52ND STREET PLANT)
09BE	12	MOTOROLA, INC. (52ND STREET PLANT)
09BE	13	MOTOROLA, INC. (52ND STREET PLANT)
09BE	14	MOTOROLA, INC. (52ND STREET PLANT)
09BE	15	MOTOROLA, INC. (52ND STREET PLANT)
09BE	16	MOTOROLA, INC. (52ND STREET PLANT)
09BE	17	MOTOROLA, INC. (52ND STREET PLANT)
09BE	18	MOTOROLA, INC. (52ND STREET PLANT)
09BE	19	MOTOROLA, INC. (52ND STREET PLANT)
09BE	20	MOTOROLA, INC. (52ND STREET PLANT)
09BE	21	MOTOROLA, INC. (52ND STREET PLANT)
099Q	00	NAVAJO TOXAPHENE
<b>09QM</b>	<b>00</b>	<b>NE CHURCHROCK QUIVIRA MINES</b>
<b>09J5</b>	<b>01</b>	<b>NEWMARK GROUNDWATER CONTAMINATION*</b>
09J5	02	NEWMARK GROUNDWATER CONTAMINATION
09J5	03	NEWMARK GROUNDWATER CONTAMINATION
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09SR	00	NORTHEAST CHURCHROCK MINE SITE
0978	01	NORTON AIR FORCE BASE
<b>09BC</b>	<b>00</b>	<b>OMEGA CHEMICAL CORP</b>
09BC	01	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP
09BC	03	OMEGA CHEMICAL CORP
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
09J6	01	PACIFIC COAST PIPELINES
09CU	00	PANOCHE TIRE DUMP FIRE
099K	01	PEMACO MAYWOOD
0919	00	PHOENIX-GOODYEAR AIRPORT AREA
0919	06	PHOENIX-GOODYEAR AIRPORT AREA
<b>09R8</b>	<b>00</b>	<b>PHOENIX-GOODYEAR AIRPORT AREA</b>
09R8	01	PHOENIX-GOODYEAR AIRPORT AREA
09R8	03	PHOENIX-GOODYEAR AIRPORT AREA
0900	00	RARE METALS CORP
<b>0959</b>	<b>00</b>	<b>SAN FERNANDO VALLEY (AREA 1 &amp; ALL AREAS)*</b>
<b>0959</b>	<b>01</b>	<b>SAN FERNANDO VALLEY (AREA 1 &amp; ALL AREAS)</b>
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QZ	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-BROADWAY)
09QY	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-WILSON)
09SF	04	SAN FERNANDO VALLEY (AREA 2, EXCELLO PLATING)
09N2	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	04	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09RA	04	SAN FERNANDO VALLEY (AREA 2, LIBRASCOPE)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
097B	08	SAN GABRIEL VALLEY (AREAS 1-4)
097B	09	SAN GABRIEL VALLEY (AREAS 1-4)
098V	01	SAN GABRIEL VALLEY (AREAS 1-4)



SSID	OU	SITE NAME
098V	04	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M4	02	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
09AV	00	SANDERS AVIATION
0944	00	SELMA TREATING CO
0944	01	SELMA TREATING CO
0944	02	SELMA TREATING CO
094Q	00	SJOB PLATING
09J8	01	SOLA OPTICAL USA, INC
09X7	00	STORE FOR LESS
09K2	00	SULPHUR BANK MERCURY MINE
09K2	01	SULPHUR BANK MERCURY MINE
09M1	01	TARP
09RF	00	TUBA CITY ABANDONED LDFL
091C	02	TUCSON SOURCES
096Y	01	TUCSON WEST CAP
09R3	01	UNITED HECKATHORN CO
09C1	00	WASTE DISPOSAL, INC.
09C1	01	WASTE DISPOSAL, INC.
09D1	01	WATKINS JOHNSON CO (STEWART DIVISION)
09GF	01	WEST PLUME B - TUCSON
0997	01	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)

### **Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production**

#### **3.1 Reference, Search, and Circulation Service**

Staff processed 22 requests for documents, performed 233 database searches in SDMSc, and provided 547 documents for EPA staff and other requesters.

Thirteen indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on October 4 and October 5, respectively.

#### **Future Activities**

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

#### **3.2 Freedom of Information Act (FOIA)**

Staff provided support for 4 FOIA requests totaling 6.75 billable hours.

#### **Future Activities**

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

### 3.3 Photocopy and Redaction Service

Staff photocopied 480 non-FOIA-related pages for EPA staff and other requesters. In addition, staff printed 764 pages from SDMS-C.

#### Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

### 3.4 CD-ROM Service

Staff fulfilled 8 requests for documents on CD-ROMs. 284,339 pages were copied to CDs.

#### Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

### 3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

No activity occurred in this reporting period.

#### Future Activities

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

### Sites worked on under Task 3 for the month of this reporting period, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 3 major efforts generally consist of: large-volume CD-ROM publishing or copying efforts; conducting searches and compiling special collections for large reference requests; redacting documents for Administrative Records or other purposes.

SSID	OU	SITE NAME
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
0916	03	AEROJET GENERAL CORP (RANCHO CORDOVA)
09JW	00	B.F. GOODRICH
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
0936	01	DEL AMO FACILITY
09MX	01	IRON KING MINE - HUMBOLDT SMELTER
0900	N/A	MARIANO LAKE MINE
09EX	00	MENDOCINO NATIONAL FOREST EEL RIVER SUMP
0926	01	MONTROSE CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
099K	01	PEMACO MAYWOOD
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QB	04	SAN FERNANDO VALLEY (AREA 2, GLENDALE CHROMIUM)
09N2	04	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)

SSID	OU	SITE NAME
098V	00	SAN GABRIEL VALLEY (AREAS 1-4)
0900	00	SHASTA TRINITY NAT FOREST
0942	00	SOUTH BAY ASBESTOS
09P3	01	TREASURE ISLAND NAVAL STATION- HUN PT AN
0900	00	VALLEY VIEW MINE

#### **Task 4: Administrative Records (ARs) and Special Collections Management**

##### **4.1 Administrative Records**

The following AR was compiled, copied, and sent to repositories during this reporting period:

B.F. Goodrich, Source Area OU AR Update 1, sent October 13

On October 14 staff met with the TOAM to hold a teleconference with RPM Catherine Brown to conduct the kick-off meeting for the Phoenix Goodyear Airport Area administrative record. Indexing requirements and scheduling issues were resolved so that work on this project could begin.

##### **Future Activities**

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

##### **4.2 Work-Performed Compilations**

Three work-performed compilations were created or updated during this reporting period for the following sites:

OU	SSID	Site Name
00	091A	LEVIATHAN MINE
00	09JW	B.F. GOODRICH
00	09PJ	HALACO ENGINEERING CO

##### **Future Activities**

Staff will continue to compile work-performed compilations as directed by the TOAM.

##### **4.3 Electronic Media and Microfilm Management**

Staff produced copies of special collections in the following electronic formats during this reporting period:

CD-ROM format: 4 collections

Electronic files attached to E-mails: 19 collections

##### **Future Activities**

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

**Sites worked on under Task 4 for the month of this reporting period, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name**

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 4 major efforts generally consist of: Project management tasks in support of Administrative Records & production of work-performed compilations.

SSID	OU	SITE NAME
<b>09JW</b>	<b>00</b>	<b>B.F. GOODRICH</b>
<b>09JW</b>	<b>01</b>	<b>B.F. GOODRICH</b>
0936	01	DEL AMO FACILITY
09PJ	00	HALACO ENGINEERING CO
09X6	00	HALACO ENGINEERING CO
09WJ	00	INDALEX ALUMINUM SOLUTIONS
0988	00	INTEL CORP (SANTA CLARA 3)
09FM	00	KLAU/BUENA VISTA MINE
091A	00	LEVIATHAN MINE
09TD	00	NAVAJO RADIOACTIVE STRUCTURES
09QM	00	NE CHURCHROCK QUIVIRA MINES
09SR	00	NORTHEAST CHURCHROCK MINE SITE
<b>09R8</b>	<b>00</b>	<b>PHOENIX-GOODYEAR AIRPORT AREA*</b>
09R8	01	PHOENIX-GOODYEAR AIRPORT AREA
09WE	00	PLUMAS EUREKA STATE HISTORIC PARK
09SY	00	SKYLINE AUM WASTE PILE SITE
09SS	00	TUBA CITY NAVAJO RADIOACTIVE STRUCTURES SITE

**Task 5: Manage the Day-to-Day Operations of the Superfund Records Center**

The following staff meetings were held during the month:

The PM held a Scanning Department meeting on October 12.

The RMS IV/Assistant Manager held meetings with special projects staff on October 5.

The RMS IV/Circulation Department Supervisor held a departmental meeting on October 13.

The PM purchased supplies and/or equipment during this reporting period as necessary.

**Future Activities**

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

**Task 6: Training and Orientation**

**Future Activities**

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

#### **Task 7: Online Operations and Internet Support**

On October 14, backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs.

Staff posted indices, introductions, and lists of acronyms on the Internet for the following ARs:  
B. F. Goodrich, Source Area OU Update 1 AR

##### **Future Activities**

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

#### **Task 8: Attend Meetings and Teleconferences**

##### **Future Activities**

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in this reporting period.

#### **Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS**

##### **9.1 Assist with Training End Users**

At the request of the TOAM, a Librarian IV gave 1 introductory ECMS and Extender presentation to EPA staff during this reporting period.

At the request of the TOAM, a RMS V gave 2 introductory ECMS and Extender presentations to EPA staff in during this reporting period.

##### **9.7 Attend ECMS Meetings & Teleconferences**

On October 1st Records Center staff met with the TOAM, RLO Richard Martin, Environmental Protection Specialist Sharon Johnson, and Environmental Protection Specialist Jacqueline Hayes to discuss Extender and the pilot-testing period. As a result of the meeting Extender orientation and training was provided for pilot-testers and review of results scheduled for 11/03/2010.

On October 7 staff attended a regular ECMS technical teleconference.

## **II. DIFFICULTIES ENCOUNTERED**

No difficulties were encountered this reporting period.

## **III. PERSONNEL ACTION**

No personnel action was taken in this reporting period.

#### **IV. SUMMARY OF TECHNICAL DIRECTION**

Staff received technical direction for 7 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 6 requests for information or support via other means.

## V. STATISTICS

### New File Footage

New Files Received	Footage	Year to Date
1,579	23.9 lft.	466.8 lft.

### Inventories

Records Surveyed	Year to Date
10 lft.	307.9 lft.

### Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
0 lft.	0 lft.	0 lft.	1,083.8 lft.

### Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
24	0	0	0	4	0	0	2	30

## **VI. MAJOR PROJECT NARRATIVE DESCRIPTIONS**

Below are descriptions of major projects for which we expended 80 person-hours or more during the month.

### **SSID 09J5, OU 01, NEWMARK GROUNDWATER CONTAMINATION**

One Librarian IV/Records Librarian performed indexing (122 documents, 0.3 linear feet) and three RMS II/Scanning Specialists performed scanning (9,121 pages) in order to reduce the backlog of indexing for this site. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 84.4 hours were expended on this effort during this reporting period.

### **SSID 09R8, OU 00, PHOENIX-GOODYEAR AIRPORT AREA**

One RMS V, two RMS IVs and five Librarian IV/Records Librarians performed indexing (204 documents, 1.0 linear foot) and two RMS II/Scanning Specialists performed scanning (3,441 pages) for AR compilation (work request # 110830-1003 submitted by E. Chan). Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 133.4 hours were expended on this effort during this reporting period.

### **SSID 0959, OU 00, SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)**

Three RMS II/Scanning Specialists performed scanning (39,633 pages) in order to retire older docs to the FRC. A total of 124.3 hours were expended on this effort during this reporting period.